

FUND RAISING / GRANT REQUEST

DATE _____

UNIT CHARTER # _____

MEMORANDUM FOR COMMANDER, HQ, PENNSYLVANIA WING, BLDG 3-108,
FORT INDIANTOWN GAP, ANNVILLE, PA 17003

FROM:

SUBJECT: Permission to Raise Funds

1. The purpose of this memorandum is to request permission to raise funds from
_____ to _____. This unit expects to raise approximately
\$_____ in this activity.

2. A description of the fund raising activity is as follows (provide name of benefactor):

(Signature of Unit Commander)

(Printed Name and Grade of Unit Commander)



HEADQUARTERS
PENNSYLVANIA WING CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
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1 September 1999

MEMORANDUM FOR PENNSYLVANIA WING UNIT COMMANDERS

FROM: PAWG CC

SUBJECT: Fund Raising and Grants

1. The purpose of this memorandum is to inform you that all funds raising activities must have prior approval from this headquarters.
2. Lieutenant Colonel Nicholas M. Taylor, Vice Commander, will approve all requests on my behalf. Pennsylvania Wing Form 173 should be submitted at least 30 days in advance of the fund raising activity. A copy of the form is attached and may be reproduced locally.
3. I also remind you that CAP has strict policy and regulatory guidance regarding fund raising and grants:
 - a. Prior permission is required.
 - b. No donation can be accepted at any level below the Wing. This does not mean that Wing will keep donations, but that by regulation, only a corporate officer is eligible to accept donations. This definition extends to financial donations and donations of property also. Failure to comply with this rule will jeopardize CAPs 501(c)(3) status with the Internal Revenue Service and may subject the individual member to fines and penalties.
 - c. Grant requests will be approved on a case-by-case basis, in order to avoid overlapping requests.
4. Requests that do not comply with this memorandum will not be approved.

FREDRIC K. WEISS, Colonel, CAP
Commander

cc:
PAWG Staff